

Chief, Records Management Staff

1 November 1956

GRR Records Management Officer

Card-Size Record Containers

*Original Referred to Mr. [REDACTED]  
Action Necessary*

25X1A9a

1. This Office has a large volume of 5x8 card-size material used in intelligence research. These cards are arranged in order by commodity, area, specialty, etc., depending on the research being performed.

2. Many of these cards have already been retired to the Records Center using the standard 1/2 cubic foot record container. Our experience indicates that these cartons are not suitable for retiring card-size records. Cards placed in the containers cannot be kept in the same order as when they were in file. Regardless of how they are packed in the carton, unused space exists which has a tendency to get the cards out of order.

3. Attached is a carton which this Office had fabricated especially for 5x8 cards. This type of carton has several advantages.

a. cards may be packed in the same order as when they were in file

b. the cards do not have to be tied or held together with rubber bands

c. because the carton is designed to fit the cards, the filing arrangement is not affected in packing and handling the cards, and

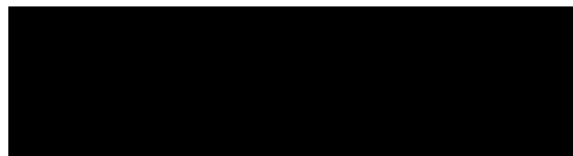
d. what is most important, it is a relatively simple matter for GRR employees to pack cards into these containers whereas it is very aggravating and time consuming to use the latter or legal size cartons presently available from stock.

4. These cartons measure 5½" x 8" x 15" and will hold 4/10 of a cubic foot of cards. Essentially, each box is equal to the contents of one card tray.

5. This Office believes that containers for retiring records to the Records Center should be designed to house the material being

retired. This facilitates retirement and protects the records in question. This is the reason why ORR previously took the initiative in having containers for the retirement of odd-size maps and negatives designed and fabricated. Because of the large volume of card-size material in ORR, we feel that a container similar to the attached is necessary.

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**Attachment**  
**Sample Container**

Distribution:

- Orig & 1 - Addressee
- 2 - RM&S
- 1 - Reading file

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St/A/RR/[REDACTED]:aeb/3597